

Dear Applicant:

Federal regulations concerning nondiscrimination in employment have been issued by the Secretary of the Navy and the Equal Employment Opportunity Commission. The Naval Weapons Center (NAVWPNCEN) is covered by these regulations that require employers to keep records showing that employment qualification determinations and selections are fair and do not discriminate against members of a particular race, sex, or ethnic group.

To ensure that members of all groups are being treated fairly, it is important that NAVWPNCEN know how many persons in each race, sex, or ethnic group have applied for NAVWPNCEN's positions. Department of Navy guidelines require collection and analysis of this applicant data. Because of our desire to respond to these requirements, we are asking you to complete the form on the reverse side of this letter.

This form will not become a part of the selection process and will be used only for research to help ensure that NAVWPNCEN's personnel practices meet the requirements of Federal law. The data will be kept in a separate location from your SF-171 application and will be kept in a secure place. Thank you for your help.